

**COUNTY GOVERNMENT OF TAITA TAVETA
MINISTRY OF INDUSTRIALIZATION, ICT AND MINING
ICT DEPARTMENT**

Telephone: 0788186436/0718988717
Email: governortaitaveta@yahoo.com



P.O. Box 1066-80304
WUNDANYI

County ICT Clearance certificate

(Fill in triplicate. Before filling this form label and tag your equipment properly)

Part

One-Personal Details of County Officer Exiting the service

1. Full Names:.....
2. Personal Number.....
3. Designation:.....Job Group:.....
4. Ministry & Department.....
5. Terms of service:.....
6. Termination of appointment effective from:.....
7. Reason for leaving
8. Part Two-Details of ICTs being handed over
9. List of equipment & serial numbers
 - a. (e.g. 1. Hp Laptop serial No.0045SDG1)
 - b.
 - c.
 - d.
 - e.
 - f.
 - g.

10. Brand and Model no :.....

11. Serial no/part no:.....

12. Date returned.....

13. Signature

14. Remarks.....

.....
.....
.....

Part Three (to be filled by Sub County ICT Officer)

15. Full Names Of the Officer:.....

16. Sub County name:.....

17. Remarks

.....
.....
.....

18. Date.....

19. Signature

Part Four (to be filled by Head of Department)

20. Full Names of supervising officer/ HOD:

.....

21. Job Group & Designation:.....

22. Ministry & Department.....

23. Remarks

.....

.....

24. Date.....

25. Signature and stamp.....

Triplicate Form must be attached to clearance forms